

Union Policy Board Office Allocation Information and Procedures for the Academic Year

Introduction

Student organization office space is allocated during the spring of each year by the Building committee of the Union Policy Board. The allocations are conducted according to these procedures. Office space is leased to an organization for one academic year, after which the organization must re-apply for space.

Applying for office space

All organizations applying for student office space must fill out an Office Request Form. Only officially chartered UWM student organizations may apply. Request forms must be filed with the Union Policy Board before the application deadline. Problems with interoffice communication will not be accepted as an excuse for missing the due date.

Recommendation Process

Public hearings will be held by the Building Committee to allow organizations to state their needs for office space. All organizations which have filed timely office applications will be permitted to speak at these hearings.

Any student group may be requested to supply the Building Committee with a copy of the organization's charter and its annual registration form. Please be prepared to satisfy these requests. Falsifying application information will be considered grounds for denial of office space.

The Building committee will decide the allocation of office space after the hearings have been completed. The Committee will post its recommended allocations outside the office of the Union Policy Board.

Appeals

Any organization dissatisfied with its status in the Building Committee's recommendation may file an appeal with the U.P.B. Vice President. All appeals will be decided by the Building Committee.

After hearing the appeals to the first recommended allocations, the Building Committee will forward its final recommendation to the full Board. The Union Policy Board shall be the final authority over all office allocations.

Committee Procedures

The Building Committee shall base its decisions upon the written and oral presentations submitted by each organization. The student organizations are asked to respond to these questions:

1. The purpose of the organization.
2. The kind of events the organization sponsors.
3. The type of services the organization provides.

After determining the quality of an organization's responses, the Committee members should assign a numerical score to each answer. The scores will range from zero to six. Examples of what each score means are as follows:

- 0 = Poor
- 3 = Average
- 6 = Excellent

Each Committee member should complete one judging form for the organization. After all of the forms have been completed, determine the organization's grand total. Divide the student organization's grand total by then umber of submitted judging forms for that group. This is the organizations' average total.

At this time, subtractions should be noted for each applicable organization. Subtractions are recorded for each documented violation of a Union Policy board or University regulation. The Committee shall decide the points to be deducted for each violation. Points are deducted from an organization's average score. The Building Committee Chair shall provide proof of all violations.

An organization's final score is determined after any violations have been deducted. The Committee shall determine the final scores of ever organizations applying for space. Use the final scores to list the organizations in rank order, from highest to lowest. These rankings will help show which groups are more deserving of office space.

It should be noted however, that there may be other conditions and/or outstanding facets of an organization that must, at times, also be taken into consideration. The building Committee reserves the right to use its discretion in deciding which organizations are most in need of office space.

Moving Procedures

Student organizations which are de-allocated from an office must vacate that space and turn in their keys by the moving out deadline. Organizations which have not vacated their former office by this time will have their belongings removed at their own risk. Staff Services shall supervise these removals at the request of the UPB President.

Keys should be dropped off by the outgoing organizations, and picked up by the incoming organizations at the Union Policy Board. Staff Services personnel will be available to assist those who request help in advance.

Lease Agreements

All organizations which have been allocated an office space must sign a lease agreement with the UPB by the moving in deadline. Organizations which have not signed a lease for their office by the moving in deadline will be de-allocated. Problems with inter-office communication will not be accepted as an excuse for missing the application deadline.

Financial Responsibilities

An organization is responsible for all financial obligations related to the use of an office (i.e. keys, lock changes, damage assessments, etc.). Each organization is responsible for returning its keys to the UPB upon leaving an office. Lock changes for an office are the responsibility of the incoming organization.

Dates

Keep these first three sheets for your own reference. They will be useful to you throughout the allocation process. Please return the last two pages to the office of the Union Policy Board. The application deadline and other useful dates are listed below.

Application Deadline_____

Public Hearings_____

Appeals Hearing_____

UPB Approval_____

Moving Out Date_____

Moving In Date_____

Office Request Form
For the Academic Year _____

Student Organization _____

Where is your office currently located? _____

List the currently registered officers of your organization.

President _____ Phone _____

Vice President _____ Phone _____

Treasurer _____ Phone _____

Secretary _____ Phone _____

Other _____ Phone _____

How long has your organization been chartered? _____

How many students actively participate? _____

How many events were sponsored in the last year? _____

Describe the events your organization has sponsored.

What is the purpose of your organization?

What would the office be used for?

What everyday services does your organization provide?

Are there any groups with which your organization would be unwilling to share an office?

Your organization may be requested to supply the UPB with a copy of the organization's charter and its annual registration form. Please be prepared to satisfy these requests. Thank you.